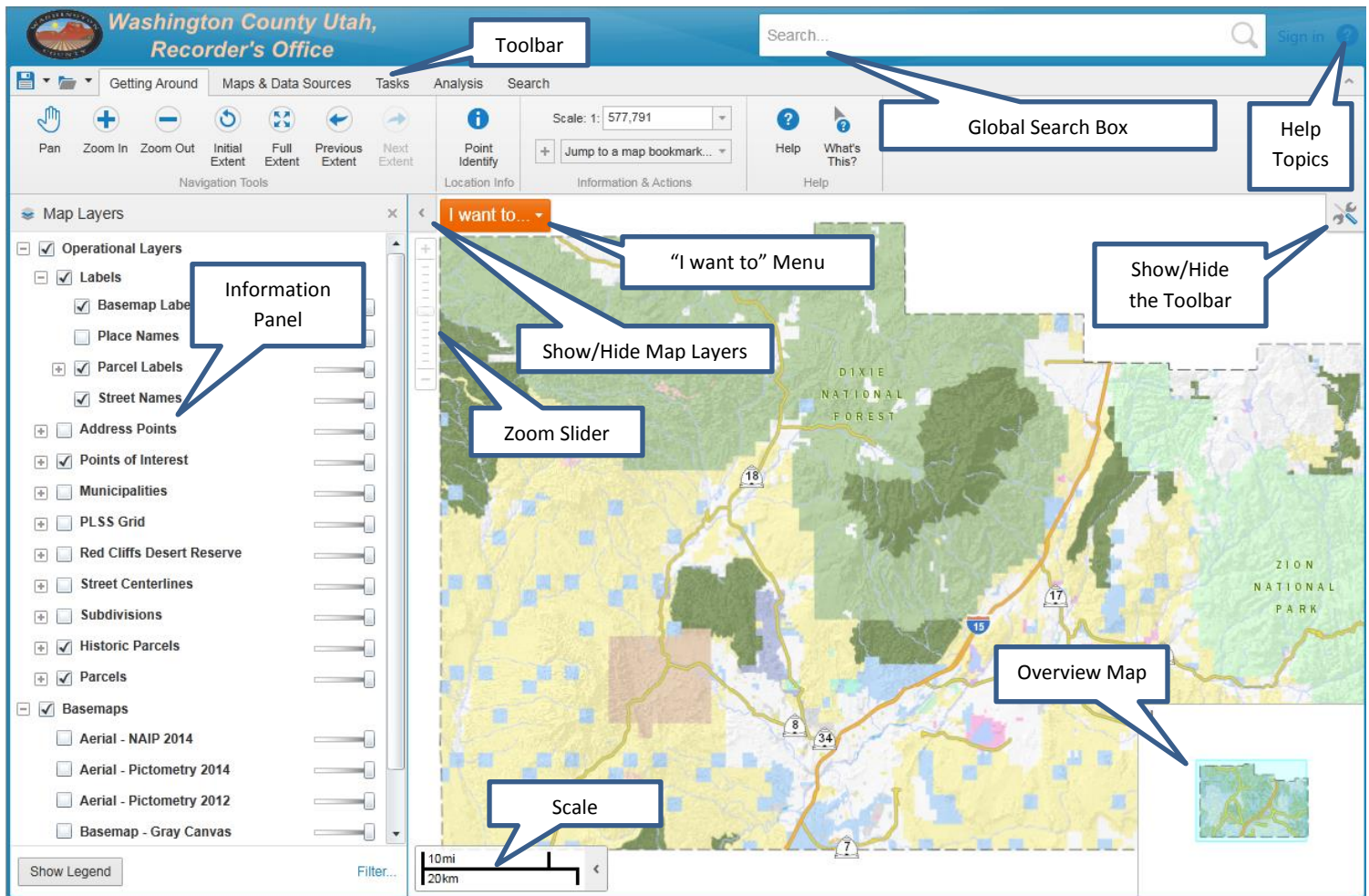# Washington County GIS Viewer

Quick Start Guide

## Washington County GIS Viewer Layout

Note: The GIS Viewer interface may appear differently than what is shown depending on whether it is the Silverlight or HTML5 version.

**Here is a brief description of the navigation features in the main screen of the GIS Viewer:**

- **"I want to…" Menu:** A menu of shortcuts to frequently used tasks.
- **Toolbar:** Map Tools grouped into tabs by functionality.
- **Information Panel:** This interactive panel allows you to display different map layers, adjust the layer transparency, and displays results upon using the Identify tool or performing a search.
- **Global Search Box**: Type in the name of a feature to search for it on the map.
- **Show/Hide Map Layers:** Shows or hides the Information Panel.
- **Show/Hide Toolbar**: Shows or hides the Toolbar.
- **Zoom Slider:** Zooms in or out of the map by clicking the + or - or by dragging the slider bar.
- **Scale**: The current scale of the map.
- **Overview map**: Displays a thumbnail with a box showing the current view of the map.
- **Help Topics**: Takes you to the Geocortex Viewer for Silverlight Help Topics which provides more detailed information about the functionality of the map viewer.

Search for a Parcel by Account Number, Parcel Number or Address

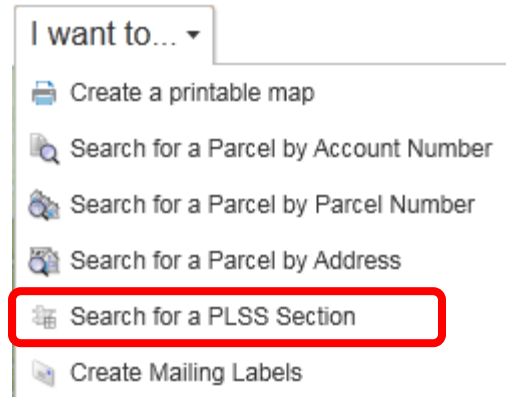Click the "I want to" menu and select one of the search options.
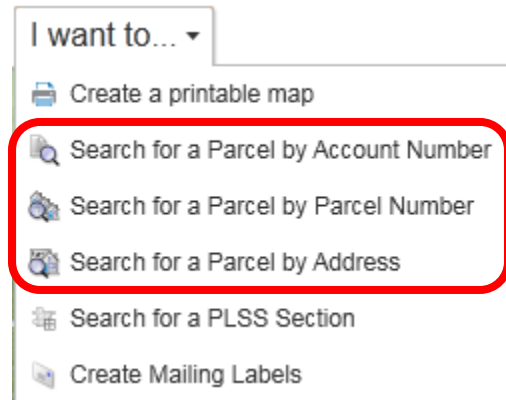
The Information Panel will display a search box where you can type your search. As you type, a filtered list of results will appear.
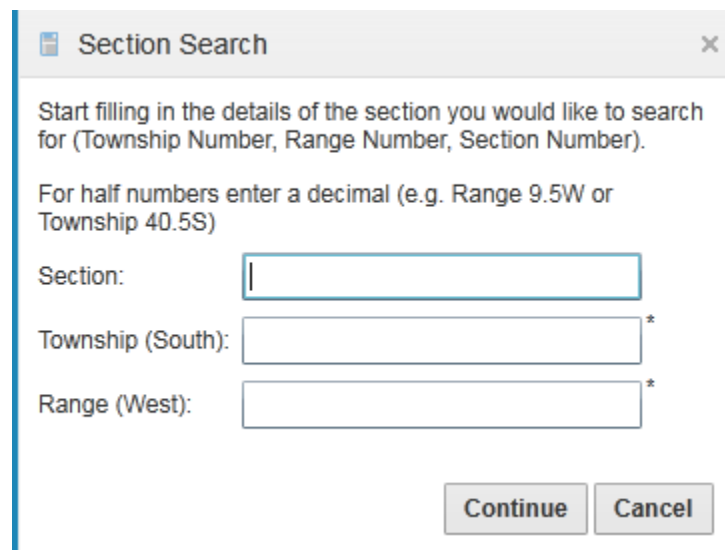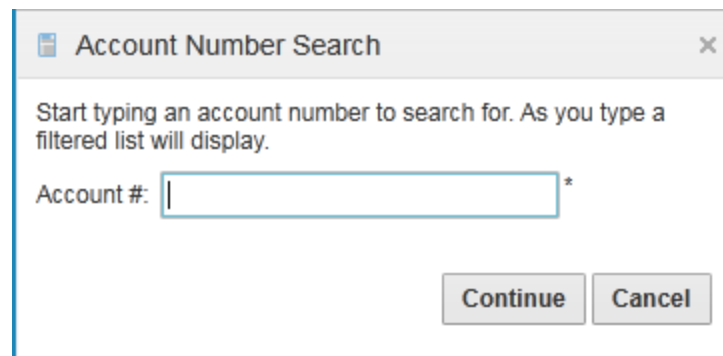

Once you select "Continue", the map will zoom to the selected parcel and the result will appear in the Information Panel.

Search for a PLSS Section

Click the "I want to" menu and select "Search for a PLSS Section."

The Information Panel will display search boxes where you can type your search.
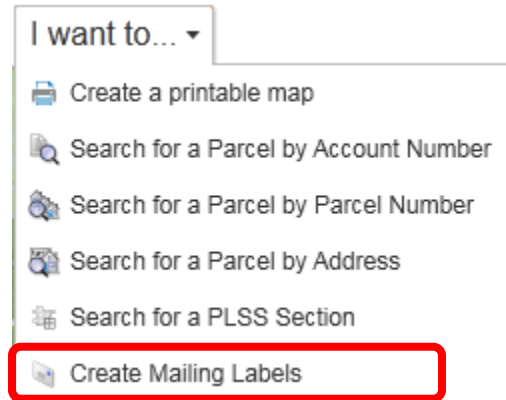
Enter only numbers within the following search parameters:

Section: 1-36
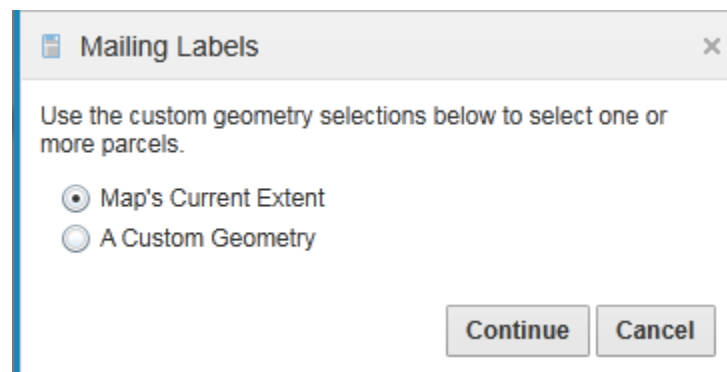Township: 37-43
Range: 10-20

Once you select "Continue", the map will zoom to the selected Section and the result will appear in the Information Panel.

Create Address Labels for Selected Parcels

Click the "I want to" menu and select "Create Mailing Labels."
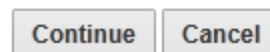
The Information Panel will display the available options.

If you choose "Map's Current Extent", it will select all parcels in the current map view.

If you choose "A Custom Geometry", you will be given the option to select the parcels with a drawing tool.

Use one of the tools to select the parcels you want included in the mailing labels.

- **If you want to select parcels within a particular subdivision**, make sure the Subdivision layer is turned on in the Information Panel so that it is visible on the map, and use the "Select by Polygon" tool to trace the shape just inside the Subdivision boundary. Click for each corner and double-click to finish the polygon.

The parcels will be selected in yellow and you will be asked if you want to add a buffer to the selected parcels.

Once you select "Continue", you will be asked if you want to buffer the selected parcels. If you enter a buffer value, additional parcels will be selected within the specified distance. Enter "0" if no buffer is required.

Once you select "Continue", the mailing labels will be generated. Click "Download Labels" to produce a PDF of the Mailing Labels.
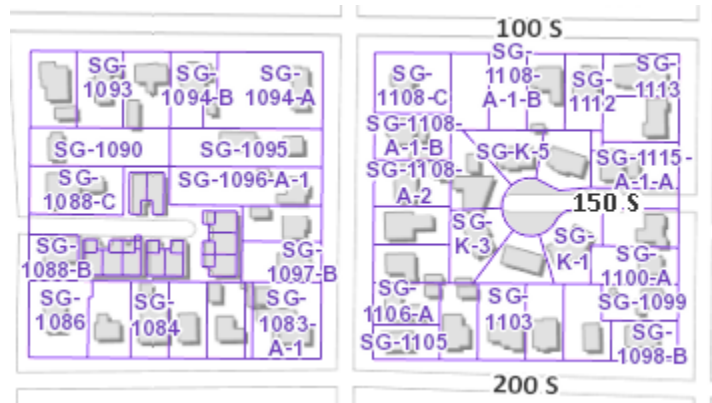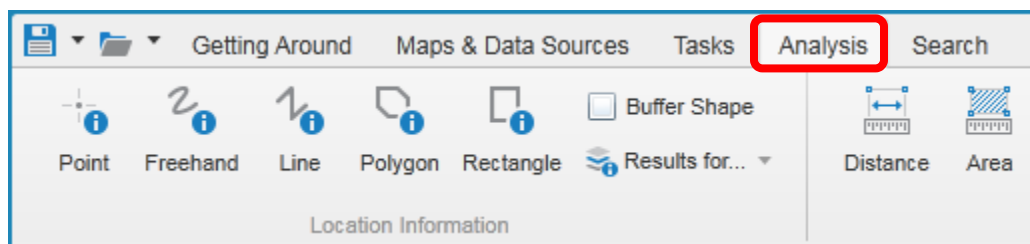

Print the PDF at the actual page size (100%) using **Avery 5160** labels in order to have them fit properly.
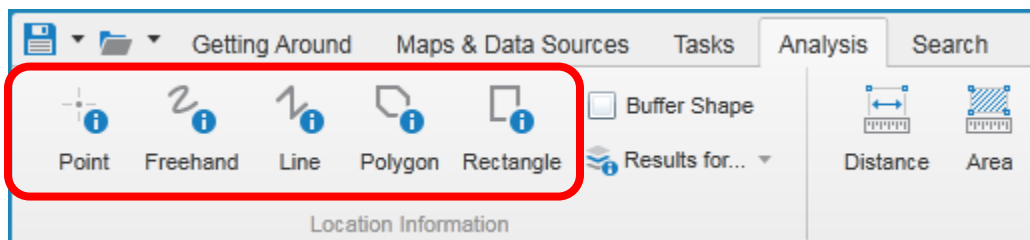
Create a Table for Selected Parcels

Zoom in to the map until the parcels layer is visible (<1:10,000 Scale).


Click the "Analysis" tab in the Toolbar.

Choose one of the "Identify" tools and select parcels on the map to be included in the table.

- The **"Point"** tool is useful for selecting a single parcel. Just point and click.
- The **"Freehand"** tool can select multiple parcels that you draw on top of. Click and drag.
- The **"Line"** tool can select multiple parcels that you draw a line on top of. Click once for each line segment and double-click to finish the line.
- The **"Polygon"** tool can select all parcels that you draw a polygon shape on top of. Click for each corner and double-click to finish the polygon.
- The **"Rectangle"** tool can select all parcels that you draw a rectangle shape on top of. Click and drag for each corner and release the mouse button to finish the polygon.

Results will be displayed in the Information Panel. Select "Table View" to show the results in tabular format.
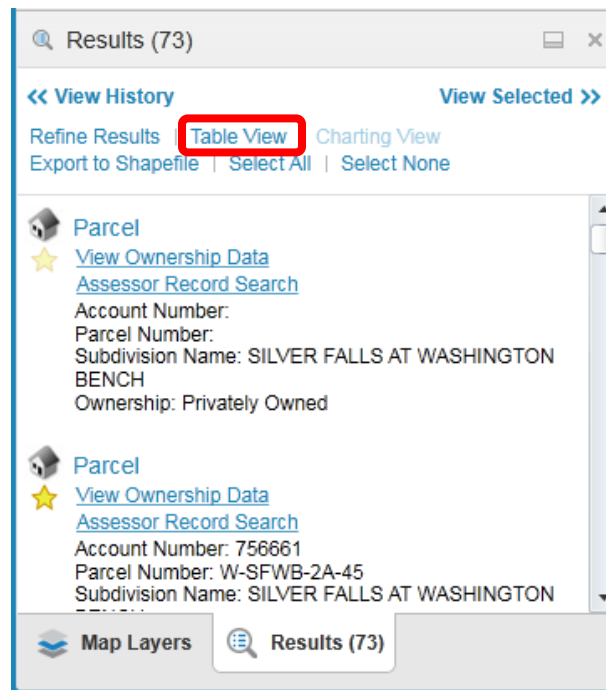
Select "Export to CSV" to export the table to a comma separated value file. This can be imported into a spreadsheet, such as Excel.
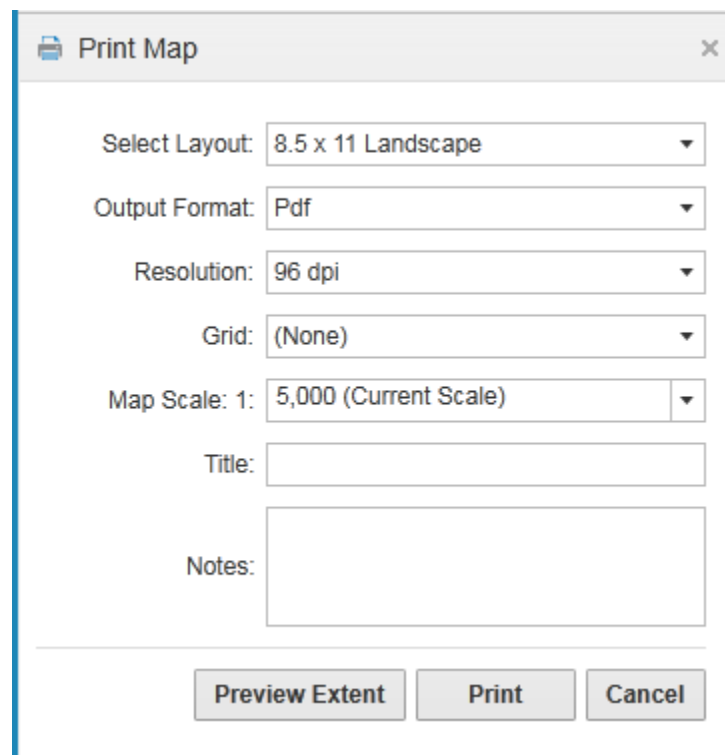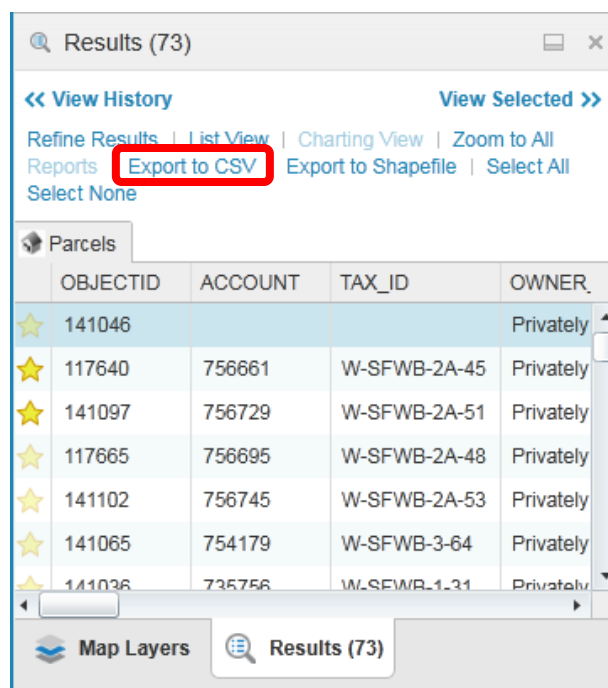
Create a Printable Map

Turn on any layers in the "Information Panel" that you want displayed on your map and zoom into the desired area.

Click the "I want to" menu and select "Create a printable map."
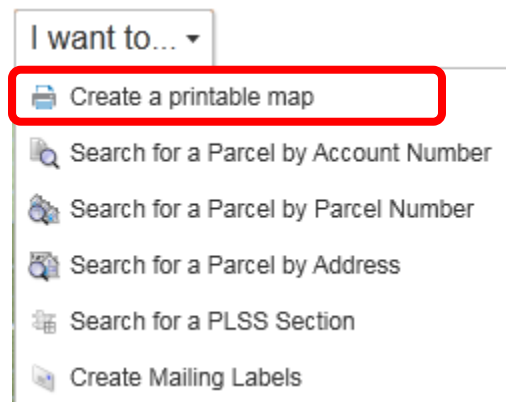
Select the following parameters for the printed map.

The "Preview Extent" button will display a preview of the printable area on the map.

Click "Print" to complete the printed map. Once the map has been produced, click "Open File" to open a PDF of the map. You may print it or save it for later.

Print Request ✕

Your file is ready. Please click the 'Open File' button, or click 'Back' to create another printable map.

Open File   Back